

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Civil Aviation
- Post:** Personnel Licensing Assistant
- Salary:** Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 (03 39 63)
- Effective Date:** 23 April 2014
- Qualifications:**
- A. A diploma in Management or Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) have a basic understanding of the role of the International Civil Aviation Organisation (ICAO) and a working knowledge of ICAO annexes and technical documents pertaining to licensing matters;
 - (ii) have a general knowledge of aircraft operations, aircraft maintenance and air traffic control environment relating to the licensing of personnel;
 - (iii) possess good communication skills and qualities such as integrity, tact and initiative; and
 - (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

The Personnel Licensing Assistant will be required to follow such theoretical and on-the-job training courses, as approved and arranged.

- Duties:**
- 1. To deal with applicants from the aviation community on all matters pertaining to licence, rating and examination.
 - 2. To scrutinise and process applications for licenses, ratings, flight tests and other licensing matters.

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CERTIFIED CORRECT

S. Chandrasekhar
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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
23 April 2014

Date.....



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3. To examine documentary evidence of tests, qualifications and medical examination, where applicable, and make recommendations regarding the eligibility of licence applicants.
4. To be responsible for the management of a filing system and classification of files in respect of Flight Crew, Flight Despatchers, Ground Personnel and Air Traffic Control.
5. To complete licence data sheets and prepare licences for official signature and endorsement.
6. To process and prepare appropriate validation documents for signature by the authorised person.
7. To maintain a database of licence holders for statistical purposes.
8. To maintain records of personnel who have been authorised by the Director of Civil Aviation to conduct training and testing of Mauritian Flight Crew on his behalf.
9. To be the custodian of the Director of Civil Aviation's official seal for allocation to designated examiners.
10. To report irregularities pertaining to personnel licensing to the Director of Civil Aviation.
11. To ensure availability of all materials necessary for the processing of applications and exercise strict control of licences issued and blank documents.
12. To use ICT in the performance of his duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Personnel Licensing Assistant in the roles ascribed to him.

CERTIFIED CORRECT

S. Chandrasekhar
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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